**Wordsworth Patient’s Participation Group (virtual -Zoom)**

**Minutes of meeting held on Tuesday 7th July 2020- 5.00pm**

**Present**: Mel Islek (EI -Chair);G.Chandramohan (GC-Secretary); Dr Sajilal (Dr S); Zuber Gulamussen (ZG); Saadet Sangha (SS);Dr N Hussain (Dr H); & Ghouse Fazaluddin (GF);

1. **Welcome and Apologies**

**Apologies:** Ted Sparrowhawk (TS); Jeyasri Velauthapillai (JV);

Hirji Patel (HP); Charlie Camenzuli (CC); Imran Jahangir (IJ);&

Jennifer McBarnette (JM)

* This is the second virtual Zoom meeting.

1. **Verbal report from Dr R Sajilal/ Dr N Hussain & Saadet Sangha**

* **In the last 16 week period the Surgery has followed the procedure as below to deal with the patients as effective as possible:**

1. All patients are encouraged to book appointments online, or phone reception and seek their advice. If required, Dr will call the patient and discuss their problems on set time. Consultations are still via facetime and patients are called in if very necessary. This practice is continuing without any problems.
2. The Reception has had a glass panel fitted in order to reduce transmission of the virus between patient and Reception staff. This structure will be permanent.
3. The garden pavement area has been tidied, cleaned and jet-washed to a good standard.
4. Reception are fully functional and are managing successfully.
5. NHS Apps are available for all patients to download and use as and when required.
6. The reception staff are working to a rota as required and encouraged to travel by with their own transport rather than using public transport to minimise the spread of the virus as before.
7. **GF shared his experience with** the **following points as per Dr H request.**

Ghouse was happy with the work undertaken by him and his volunteers during this pandemic and are prepared somewhat for the next phase (2ndwave) if this happens –this is with lessons learnt from previous experience.

1. **Matters Arising Garden Project –**

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* EI has contacted London City Airport (LCY) for a date as to when the funds will be available in the Surgery’s account. Staff furlough meant that there I a delay however it is expected that it will be processed by the end of July – works to commence September 2020.
* EI has identified a potential garden landscaper - this task is “ work in progress” with a plan in place after meeting them with Dr Hussain and Dr Sajilal on Friday 3rd July.
* EI will let everyone know as soon as funding comes through – watch this space and **“dream your garden”**

**Next meeting – Tuesday8th September 2020 - 5pm start**